



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

27 March 2015

MEMORANDUM NO. 43

Series of 2015

T O:	Dr. Othello B. Capuno	- Chairperson
	Dr. Lourdes B. Cano	- Vice Chairperson
	Atty. Rysan C. Guinocor	- Member (AdPA Representative)
	Ms. Louella C. Ampac	- Member
	Dr. Elwin Jay V. Yu	- Member
	Prof. Alan B. Loreto	- Member
	Ms. Asteria A. Sevilla	- Recording Secretary

R E: VSU Suggestions & Incentive Awards Committee (SIAC)

With Dr. Othello B. Capuno as Chairperson, the VSU Suggestions & Incentive Awards Committee (SIAC) is hereby reconstituted effective immediately until December 31, 2015 or unless sooner revoked or terminated by higher authorities.

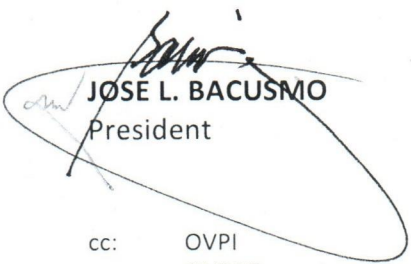
The functions of SIAC as provided for in Section 11, Rule X of the Omnibus Civil Service Rules and Regulations which prescribes agency actions under the functions of a Suggestions and Incentives Awards Committee (SIAC). The functions of the SIAC, as extracted from the Civil Service rules and regulations are as follows:

- 1) Prescribe, subject to the Head of the Agency, the procedure in evaluating employee suggestions or accomplishments;
- 2) Receive, review and process suggestions and nominations;
- 3) Recommend the appropriate monetary award to be granted to the employee for his ideas and suggestions; and

- 4) Recommend to the Head of Agency the employees who shall be nominated for the honor awards or incentive awards which includes performance incentive awards, productivity incentive award, and loyalty award.

This Order supercedes all orders/memoranda issued earlier on the same subject.

Please be guided accordingly.



JOSE L. BACUSMO
President

cc: OVPI
OVPAF
OVPRE
OVPPRGEA
ODAHRD/PRPEO
OUS
Deans
Directors
Records
File